

DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair
Washington, DC 20319-5000

MDW Regulation
No. 1-15

22 July 1994

Administration
HEADQUARTERS, U.S. ARMY MILITARY DISTRICT OF WASHINGTON
CONFERENCES


FOR THE COMMANDER:

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Summary. This is a new regulation. It provides policy and procedures to select conference sites that minimize conference costs. It also provides procedures to ensure that the command keeps representation to conferences sponsored by others to a minimum consistent with serving the public's interest.

Applicability. This regulation applies to Headquarters, MDW and its subordinate commands and activities. The procedures in this regulation apply to any conference attended by MDW personnel or sponsored by MDW and conducted by the Headquarters staff, subordinate commands, or activities.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), or in a memorandum, to Cdr, MDW, ATTN: ANRM-MR, Fort Lesley J. McNair, Washington, DC 20319-5050.

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1. Purpose

This regulation establishes policy, assigns responsibilities, and prescribes procedures for preparing, processing, and approving requests for MDW-sponsored conferences. It also provides guidance regarding the participation of MDW personnel in non-MDW sponsored conferences.

2. References

Related publications are listed below.

- a. AR 5-9, Interservice Support Installation Area Coordination.
- b. DA Memorandum 1-17, Headquarters, Department of the Army Conferences, Symposia, Seminars, and Meetings.
- c. DoD 5200.12, Policy on the Conduct of Meetings Involving Access to Classified Information.

3. Explanation of terms

- a. **Conferences.** Meetings, retreats, training activities, workshops, seminars, symposia or any other gatherings which involve either overnight travel or use of non-MDW facilities.
- b. **Conference costs.** All costs paid by the government for a conference, whether paid directly by your command or activity or reimbursed by your command or activity to travelers or others associated with the conference, e.g., speakers, contractors, etc. Such costs include, but are not limited to, travel to and from the conferences, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, or other conference-related administrative fees and the cost of employees' time spent at the conference and in travel time.

4. Responsibilities

- a. The Chief of Staff, MDW will approve MDW-sponsored conference requests originating from the installations and within the Headquarters staff and may grant exceptions to the requirements set forth in this regulation.
- b. The Deputy Commander for Operations, on behalf of the Commanding General, will approve MDW-sponsored conference requests originating from subordinate commands and activities.

c. Headquarters staff principals, subordinate commanders, and activity directors must:

- (1) Review and sign all conference requests.
- (2) Ensure that the size of the conferences are kept to an absolute minimum.
- (3) Pursue alternatives to conferences such as messages, letters, E-mail, videotapes, and audio teleconferencing.
- (4) Budget for conference costs in the annual command operating budget.
- (5) Expeditiously forward conference requests through appropriate approval authorities.
- (6) Determine the number and identity of persons to send to conferences sponsored by themselves and others.

5. Policies

Conference costs are matters of special interest and review. All factors must be considered, including time from duty station and delay of mission accomplishment. Conference planners should exercise strict fiscal responsibility when selecting conference sites. They should use their best judgement in considering these various factors to select sites that minimize costs and ensure that the benefits derived from a conference justify the invested resources. Accordingly, the following policies will apply:

- a. Conference travel must be directly and clearly related to mission achievement.
- b. The number and cost of MDW-sponsored conferences will be kept to an absolute minimum.
- c. All conference costs will reflect an economical and efficient use of taxpayer dollars.
- d. Conferences which provide only a marginal return for the money and time involved will not be scheduled/attended.
- e. Whenever possible, conferences will be held on Army or Government installations. Commercial facilities will be used only when they can be proven more economical, or when Army or Government facilities are unavailable when needed. Efforts will be made, however, to adjust conference scheduling to fit the availability of Government facilities.

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f. When representatives attend conferences sponsored by others, the Headquarters, installations, subordinate commands, and activities must keep representation to a minimum consistent with serving the public's interest.

6. Procedures

a. **Request format.** Prepare conference requests in a memorandum format and include as a minimum, the information contained in the Appendix.

b. **Coordinating requirements.** Conference requests must be submitted to the appropriate approval authority (paragraph 4). The costs must be validated by the appropriate resource management office.

c. **Conference documentation.** You will maintain sufficient documentation to demonstrate that you have complied with the requirements of this regulation in selecting conference sites and determining your organization's attendance at conferences. This documentation must be available for inspection by the approving authority, the MDW Staff Inspection Team and other interested parties.

APPENDIX
Conference Request Format

1. Title.
2. Purpose.
3. Classification of Meeting.
4. Time frame.
5. Number of attendees broken down by MDW personnel, other Army personnel, and all others.
6. Location. (Include rationale for choice of location.)
7. Number who will travel to meeting location. (Include information on anticipated type of transportation to be used by attendees.)
8. Cost saving features over similar past conferences, if applicable.
9. Benefits and justification.
10. Total estimated cost of conference to the command.
 - a. Temporary duty and per diem regardless of paying activity.
 - b. Travel regardless of paying activity.
 - c. Rental of facilities if applicable.
 - d. Other costs.
 - e. Total cost to the command.
 - f. Average number of days attendees will be away from duty stations.
11. Lower cost conference alternatives that were considered and reasons for rejecting (e.g., subject matter to be addressed is classified, thus precluding using a teleconference).